

SOP CEP-Submission

Please note: We work up around 600 projects per year. It is absolutely mandatory to follow these instructions. For further requests/additional work, it is absolutely necessary to indicate the E-number (= your project submission number) in the email subject (i.e., enter E 2024-XXX (XXX = your E-number)). Thank you for your cooperation!

The usual work-around time is highly dependent on project size, generally 2-3 weeks.

1. Please contact the CEP office by e-mail (cep@mh.tum.de), and shortly describe your project and the **requested technical and scientific services**.
2. Ideally, attach the filled submission form (pdf), which you can download from our homepage: <https://web.med.tum.de/path/vergleichende-experimentelle-pathologie/formulare/>
3. Read and fill in the e-form thoroughly, starting from “date” (= day of your submission) to the end; if sth is not applicable, fill in a NO. The fields in the red frame are mandatory! If in doubt, consult our manual/explanation (also available online) or cep@mh.tum.de
4. Send the thoroughly filled form to cep@mh.tum.de

In the next step, you will get your project e-number from our secretary. This step is mandatory.

Please note: If a project includes different species, separate forms, and e-numbers are needed for humans/animals.

Regarding further requests = “**additional work**” related to the current project, see point 13 ff.

The following steps (5-7) are applicable only if you bring tissue for dehydration and embedding. Otherwise, continue reading at point 10.

5. Make a reservation for your cassettes in the dehydration machine by sending an e-mail with the mail subject “E 2024-XXX reservation for dehydration” including name of your group/PI, the respective number and size (normal or bigger) of the cassettes and the date for dehydration (**Tuesdays and Thursdays**) to cep@mh.tum.de (“first come first serve”)
6. **Important:** Use the assigned e-number to label your histology cassettes on the front side using **a pencil or cassette printer** (NO other pens) (Fig. 4). Also, add your internal (animal/project) identification number (e.g., on side of the histo cassette). If this is not possible or if you have questions regarding the correct labelling of your specimens, contact our lab before submitting your specimens (please call 089 4140 4458).
Tightly close your histo cassettes with appropriate lids (Fig. 2, 3); consider using inlets (Fig. 1) if the tissue is very small (e.g., biopsies).



Fig. 1. Histology cassette inlets for small specimens (e.g., biopsies, Inn). This inlet must then be placed into a regular histology cassette (see below).

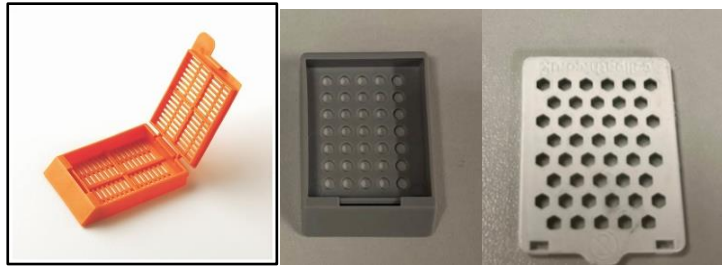


Fig 2. Histology cassette with integrated lid (left) and histology cassette (center) with separate white lid (right).

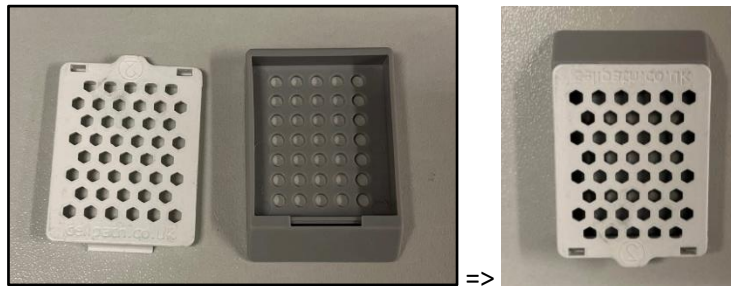


Fig. 3. Close the cassette with the appropriate lid tightly.



Fig. 4. Correct labeling of the histology cassette front side using a **pencil**.



Fig. 5. Appropriate container.

7. **Please add an excel list with your sample IDs and requested stainings/IHCs via e-mail. Use the template on our homepage.**

8. Submission of fresh/fixed tissue is preferred in a histo-cassette (Fig. 2). If this is not possible, please get in touch with us in advance. You can get histo-cassettes and formalin from the CEP lab.
9. **Important:** Bring your specimens/ histo-cassettes in a densely closable container (Fig. 5). No open or leaky containers or beakers will be accepted for sample submission. You have to label this container with **your e-number, name, number of cassettes, and kind of the contained fixative/ liquid (e.g., Formalin, PBS, Ethanol)**. For ideal fixation, fix the tissue for 48h in formalin at room temperature and deliver for dehydration and embedding straight afterward. We recommend doing the dehydration as soon as possible afterwards and there is usually no benefit in changing to PBS.
Note: It is only possible to submit your specimens with an assigned e-number.
10. All kind of specimens must be delivered to our secretary's office:
Institute of Pathology, Petra Hauke, Trogerstr. 18, room 0.02 (basement level, enter the left tract through the glass door, then it is next door on the right-hand side).
11. **Submission hours for specimens for dehydration on the same day are restricted to:**
Tues and Thurs 10-12 am and 1-2 pm.
Please label any submitted cases, boxes, hard drives, etc. with your e-number and with your name.
12. **Regular submission/pick-up hours:**
Mo-Fr 10-12 am and Tue + Thu additionally from 1-2pm
(Exceptions can be made for fresh tissue, antibodies,... please call us in advance in order to clarify)
13. **Additional requests/ "Additional work"** related to a current project with an assigned e-number:
For further submissions/requests/additional sections or stainings/IHCs related to the same project, please inform us via e-mail cep@mh.tum.de); in any case, please indicate the current E-number by putting it in the e-mail subject. **No separate/new e-form is needed.**
14. Regular work-around time is 2-3 weeks, depending on the size of your project/number of slides. Exceptions are only possible if indicated in advance to submitting your project by e-mail.

You will receive an e-mail from us when your specimens are ready for pick-up. You must pick up your processed samples within 5 workdays at our secretary (Trogerstr. 18 room 0.02, red basket). Please note the opening hours; see point 12.